

**Erie County Technical School  
Director's Report  
August 2009**

**Priority Action Plans**

The result of the administrative retreat and management review (ISO) in June are three priority action plans and four campus committees. These initiatives are drawn from data analysis, performance reviews and pending issues. Consequently, the administrative team, in cooperation with our faculty and staff will be focusing on the following three areas—a comprehensive student guidance and advisement program, NOCTI scores to the state standard and control processes for SchoolDESX information.

To address four other issues, the administration established campus-wide committees. The committees will work on the following issues: a standardized grading system, the curriculum scope and sequence, internal communication and recycling. The action plans and committee plans are available for review in the supplemental information section of the agenda.

**Building Renovation & Expansion—Feasibility Study**

Chris Coughlin has completed a draft of the feasibility study for the renovation and expansion of ECTS facilities. The administrative staff is reviewing the draft. After the internal review, we will present the study to the superintendents for their consideration in September or October. Based on their thoughts and recommendations, we will then present the study to the joint operating committee.

**Administrative Performance Check-ups**

The director met with all administrative staff members to conduct fall performance check-ups. Each administrator has established four or five action items they intend to complete between September and November. Reviews of the prior check-ups indicated some important achievements by our administrators.

**NWPA Workforce Investment Board**

After an inquiry from the Erie Regional Chamber seeking interested parties to serve on the workforce investment board (WIB), the director submitted a letter of interest. The WIB has a vacancy for an education representative and needs a nomination from an educational agency. On behalf of the joint operating committee, Mr. Bucksbee has signed a letter nominating the director for a seat on the WIB.

The Workforce Investment Board is comprised of members representing business, labor, education, social services, and governmental agencies throughout Northwest Pennsylvania. Working in cooperation with chambers of commerce, economic development organizations, planning commissions, and others, the board focuses its development activities on key industry segments that include electronics manufacturing, food processing, construction, healthcare, metal fabrication, plastics, technology, lumber and hardwoods, oil and gas, transportation, and mining. The Board also administers federal and state funds for programs targeted to adults, dislocated workers, and young people through five PA CareerLink offices in Erie, Crawford, Warren, Venango, and Forest counties.

### **Director's Travel and Meetings**

The director's recent and scheduled meetings include:

- *Pennsylvania Association of Career & Technical Administrators (PACTA)*; summer administrator's conference; State College, July 28 to 31.
- *French Creek Council, Boy Scouts of America*, meeting with council staff to discuss ECTS as site of 2009 day camp, August 5
- *REthink Erie*, team meeting to evaluate financial support options for the community college, August 7
- *County-level Workforce Development Meeting*, Erie; August 11
- *Career Alternative Education Program*, quarterly meeting to discuss program operation for 2009-2010, with Joe Tarasovitch, Frank DiPlacido and Dr. Adrienne Dixon-McCullum; August 27
- *ECTS Marketing Committee Meeting*, monthly meeting to establish recruitment and retention plan; with committee members and Mark Perna, consultant; August 26